

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
LANDSCAPE ASSOCIATE, CALTRANS (Range A-D)	OFFICE OF LANDSCAPE ARCHITECTURE-DISTRICT 4	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Landscape Associate	904-161-2971-XXX	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the direction of the Senior Landscape Architect and/or Leadworker, the Landscape Associate, Caltrans, develops plans, special provisions and estimates and other support activities for the Project Development PS&E Support Branch of the Office of Landscape Architecture.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
25%	E	Develops PS&E for Landscape Architectural elements in transportation projects.
25%	E	Participates in project development teams for transportation projects. Works on all phases of project development, including Project Study Reports, Project Reports, Visual Impact Assessments, Plans, Specifications and Estimates (PS&E) and design support for construction. Must be able to develop and maintain cooperative working relationships.
20%	E	Provides oversight of the Landscape Architectural components of locally sponsored highway construction projects. Oversees and reviews the development of VIA and PS&E for compliance with Caltrans standards and policies – relating to plant selection, erosion control techniques, surface drainage, water quality protection methods, grading, planting and irrigation design, maintenance practices, etc. Monitors milestones for a variety of landscape projects prepared by Consultants to produce optimum results in an efficient and qualitative manner.
10%	E	The incumbent must be able to perform project site analysis consistent with professional practices, read and analyze complex roadway plans for appropriate landscape architectural input, track the progress of numerous projects and support activities to assure current policies are implemented and resolve technical problems.
10%	E	Evaluates complex roadway plans for support needed by the Office of Landscape Architecture.
5%	M	Represents the branch in internal and external meetings on transportation facilities as it relates to roadside design and maintainability issues.
5%	M	Performs project site inventory and analysis. Conducts field work in safe manner according to Caltrans Safety Manual.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

• Knowledge: Must have knowledge and experience with plant materials appropriate for the San Francisco Bay Area, erosion control techniques, surface drainage, water quality protection methods, grading, irrigation design, planting design and Caltrans maintenance practices.

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- Abilities: Relate to and work with interdisciplinary groups and the public, read complex roadway plans, prepare plans (CADD), specifications and estimates, reports, and correspondence.
 - Experience: This position requires experience with computer aided design and drafting (CADD), Photoshop and word processing.
 - Range D Incumbents must have a valid certificate of registration as a Landscape Architect issued by the California State Board of Architectural Examiners, Landscape Architecture Program.
 - Analytical: The incumbent must be able to perform project site analysis consistent with professional practices. Incumbent must be able to read complex roadway plans.
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The Landscape Associate, Caltrans is responsible for making decisions during project development that follow professional Landscape Architectural practices as well as Caltrans Landscape Architectural design standards and policies. Incumbent has the responsibility to seek concurrence and/or approval for non-standard PS&E or for work for which there is no standard. Decisions made will have a direct impact on the quality of the final transportation facility and credibility for the Department. Errors in judgment or decisions could affect public safety or result in tort liability for the Department. Inaccurate, delayed or incomplete PS&E may result in higher costs due to delay or changes.

PUBLIC AND INTERNAL CONTACTS

The incumbent must develop and maintain cooperative working relationships with other Office, District, and Headquarters Caltrans personnel, consultant and local agency personnel, and the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must develop and maintain cooperative working relationships with other Office, District, and Headquarters Caltrans personnel, consultant and local agency personnel, and the public.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial lighting. Employee may also be required to travel and work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE